

**FRANKLIN COUNTY**  
**DEPT of JOB and FAMILY SERVICES**  
**1721 Northland Park Ave.**  
**Columbus, Ohio 43229**

## **J O B   A N N O U N C E M E N T**

**POSITION TITLE:** Attorney 1  
(Non-Bargaining)

**PCN:** 100601

**DEPARTMENT/Location:** Quality Support Services/Northland

**P. R.:** N16

**REPORTS TO:** Deputy Director, Legal

**RESPONSIBILITIES:** Act as head advisor to management and staff on various legal issues relating to legal policies, litigation, and liability. Research laws and legal precedents, confer with County Prosecutor's Office, and prepare complex oral and written legal interpretations and recommendations. Research legal ramifications of contemplated programmatic and administrative policy and procedural changes. Represent the agency in negotiating and settling cases with opposing parties and attorneys. Direct and cross examine witnesses. Initiate and respond to subpoenas and motions to produce documents. Research, review, analyze, and interpret proposed and existing statutes, rules, and policies. Serve as court liaison personnel, and the Prosecutor's Office. Conduct legal research through Lexis and traditional research methods on various issues affecting the Agency; such as, employment law, confidentiality, elder and poverty law, bankruptcy, and ethics. Attend Continuing Legal Education seminars to remain qualified to practice before the Ohio Supreme Court. Act as hearing officer on childcare certification termination hearings and issues, objection to child support arrearages, written decisions and also serve as an alternate to Civil Rights Coordinator and Workforce Development Equal Opportunity Officer. Draft and execute real estate leases and other contracts (e.g. administrative & childcare). Ensure contract procedures comply with laws, rules and regulations that appropriate contract monitoring is completed and that coordination with contract providers and agency representatives occurs. Work with and establish rapport with magistrates, court liaison personnel, and the Prosecutor's Office. Represent the agency's interests in State and/or Federal courts in the most difficult or complex fraud cases as required and in case where the agency is named as a party defendant. Conducts investigations, organizing chairing committees on various matters, and participates in interviewing job applicants.

**MINIMUM QUALIFICATIONS:** Juris Doctorate from an accredited law school with at least two years of law experience; or any equivalent combination of training and experience.

**STARTING SALARY:** \$ 51,209- \$71,676. 180 day probationary period.  
Plus a Comprehensive Benefits Package

**DATE POSTED:** Monday, June 18, 2012

**DEADLINE TO APPLY:** Until Filled

If interested, please go to [www.franklincountyohio.gov/Commissioners/hr](http://www.franklincountyohio.gov/Commissioners/hr) and apply on-line.

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